



# Surveillance Impact Report

San Francisco Recreation and Parks

Security Cameras

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As required by San Francisco Administrative Code, Section 19B, departments must submit a Surveillance Impact Report for each surveillance technology to the Committee on Information Technology ("COIT") and the Board of Supervisors.

The Surveillance Impact Report details the benefits, costs, and potential impacts associated with the Department's use of surveillance cameras.

## DESCRIPTION OF THE TECHNOLOGY

The Department's mission is to provide enriching recreational activities, maintain beautiful parks and preserve the environment for the well-being of our diverse community.

In line with its mission, the Department uses security cameras to protect the public and our staff in our parks, playgrounds and at special events. Security cameras are also used to protect our critical infrastructure sites. The Department has additional cameras that provide educational content to the public, as well promote community development.

In line with its mission, the Department shall use cameras only for the following authorized purposes:

*Authorized Use(s):*

1. Live monitoring.
2. Recording of video and images in the event of an incident.
3. Reviewing camera footage.
4. Providing video footage/images to law enforcement or other authorized persons following an incident.

Prohibited use cases include any uses not stated in the Authorized Use Case section.

Further, processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, gender, gender identity, disability status, or an individual person's sex life or sexual orientation, and the processing of genetic data and/or biometric data for the purpose of uniquely identifying an individual person shall be prohibited.

Department technology may be deployed in the following locations, based on use case:

All cameras will be located on poles or building facades.

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## Surveillance Oversight Review Dates

COIT Review: TBD

Board of Supervisors Review: TBD

## Technology Details

The following is a product description:

1. Security Cameras:

These are network security cameras ranging from 2 to 5 megapixels. Most have pan-tilt-zoom capabilities. Camera vendors are as follows:

- Arecont Vision
- Samsung
- Vivotek
- AXIS

### A. How It Works

To function:

1. Security Cameras

The video feeds are recorded and retained on a server at each site. If the server is connected to RPD's network, the feed can be streamed to a RPD's Park Ranger Headquarters where they can be monitored for public safety purposes.

Data collected or processed by security cameras will not be handled or stored by an outside provider or third-party vendor on an ongoing basis. The Department will remain the sole Custodian of Record.

## IMPACT ASSESSMENT

The impact assessment addresses the conditions for surveillance technology approval, as outlined by the Standards of Approval in San Francisco Administrative Code, Section 19B:

1. The benefits of the surveillance technology outweigh the costs.
2. The Department's Policy safeguards civil liberties and civil rights.
3. The uses and deployments of the surveillance technology are not based upon discriminatory or viewpoint-based factors and do not have a disparate impact on any community or Protected Class.

The Department's use of the surveillance technology is intended to support and benefit the residents of San Francisco while minimizing and mitigating all costs and potential civil rights and liberties impacts of residents.

### A. Benefits

The Department's use of security cameras has the following benefits for the residents of the City and County of San Francisco:

- Education
- Community Development

X Health

Protect safety of staff, patrons, and facilities while promoting an open and welcoming environment.

- Environment

X Criminal Justice

Review video footage after a security incident; provide video evidence to law enforcement or the public upon request by formal process, order, or subpoena.

- Jobs
- Housing
- Other

## B. Civil Rights Impacts and Safeguards

The Department has considered the potential impacts and has identified the technical, administrative, and physical protections as mitigating measures:

### 1. Security Cameras

The Department has considered the potential impacts of security cameras and has identified technical, administrative, and physical protections as mitigating measures. Through operationalization of the Camera Surveillance Policy, the following will be implemented:

1. Administrative Safeguards - All security camera data will be captured in a request management software solution. Data will include information about camera procurement, camera attributes, approved requestors of surveillance data, and all requests for Surveillance data. In addition, there will be knowledge articles describing step by step instructions on how to collect and send the data to the requestor.

2. Technical Safeguards – Security camera data cannot be accessed unless by an approved requestor, and only for approved requests. Violation of the policy will be subject to standard RecPark departmental policies, which may include disciplinary action up to and including termination.

3. Physical Safeguards - Hardware is secured in the server room, where there is limited physical access. Additionally, there is limited access to the software that stores and retrieves the security camera data.

C. Fiscal Analysis of Costs and Benefits

The Department’s use of surveillance cameras yields the following business and operations benefits:

| <b>Benefit</b>      | <b>Description</b>   |
|---------------------|--|
| X Financial Savings | Department Security Camera Systems will save on building or patrol officers.   |
| X Time Savings      | Department Security Camera Systems will run 24/7, thus eliminating building or patrol officer supervision  |
| X Staff Safety      | Security cameras help identify violations of Department Patron Code of Conduct and provide assurance that staff safety is emphasized and will be protected at their place of employment.               |
| X Data Quality      | Security cameras run 24/7/365 so full-time staffing is not required to subsequently review footage of security incidents. Data resolution can be set by level and is currently set to high resolution. |

**SECURITY CAMERAS**

|  |   |                      |
|--|---|----------------------|
| Number of FTE (new & existing)   | 6.75 FTE  |                      |
| Classification   | <ul style="list-style-type: none"> <li>• Park Rangers (8208-8210, 1704) [6 FTE/ year]</li> <li>• IT analysts (1823) [.5 FTE/year]</li> <li>• 1050 series, 1090 series) [.25 FTE/ year]</li> </ul> |                      |
|  | <b>Annual Cost</b>  | <b>One-Time Cost</b> |
| Personnel  | \$1,210,255   | \$0.00               |
| Software   | \$0.00  | \$0.00               |
| Hardware/Equipment   |   | \$180,000            |
| Professional Services  | \$15,000  | \$30,000             |
| Training   | \$2,000   | \$0.00               |
| Other  | 0.00  | \$0.00               |
| Total Cost   | \$1,227,255   | \$210,000            |
| 2.1 Please disclose any current or potential sources of funding (e.g. potential sources = prospective grant recipients, etc.). <sup>SIR, ASR</sup> |   |                      |
| Operational Funds, Capital Funds   |   |                      |

## **COMPARISON TO OTHER JURISDICTIONS**

Security Cameras – similar to other City departments for security and surveillance purposes.

## **APPENDIX A: Mapped Crime Statistics**

The general location(s) it may be deployed and crime statistics for any location(s),

All cameras will be located on poles or building facades.